



SAVE TIME AND MONEY BY WEB CONFERENCING YOUR NEXT MEETING

With the availability of web conferencing technology, meetings and presentations can be conducted live via the Internet. Wasting time, not to mention gas, driving to and from meetings is no longer necessary. Here are a few things you can do to make your web conference as productive as possible.

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VIDEO PREPARATION

The room: Close window blinds and sit where the brightest light in the room is on your face. Ideally, the camera should be between one and three feet from you and be level with your face. Look at your own picture and position the camera so that you are the only thing being seen. Be sure your background is clear and free of clutter.

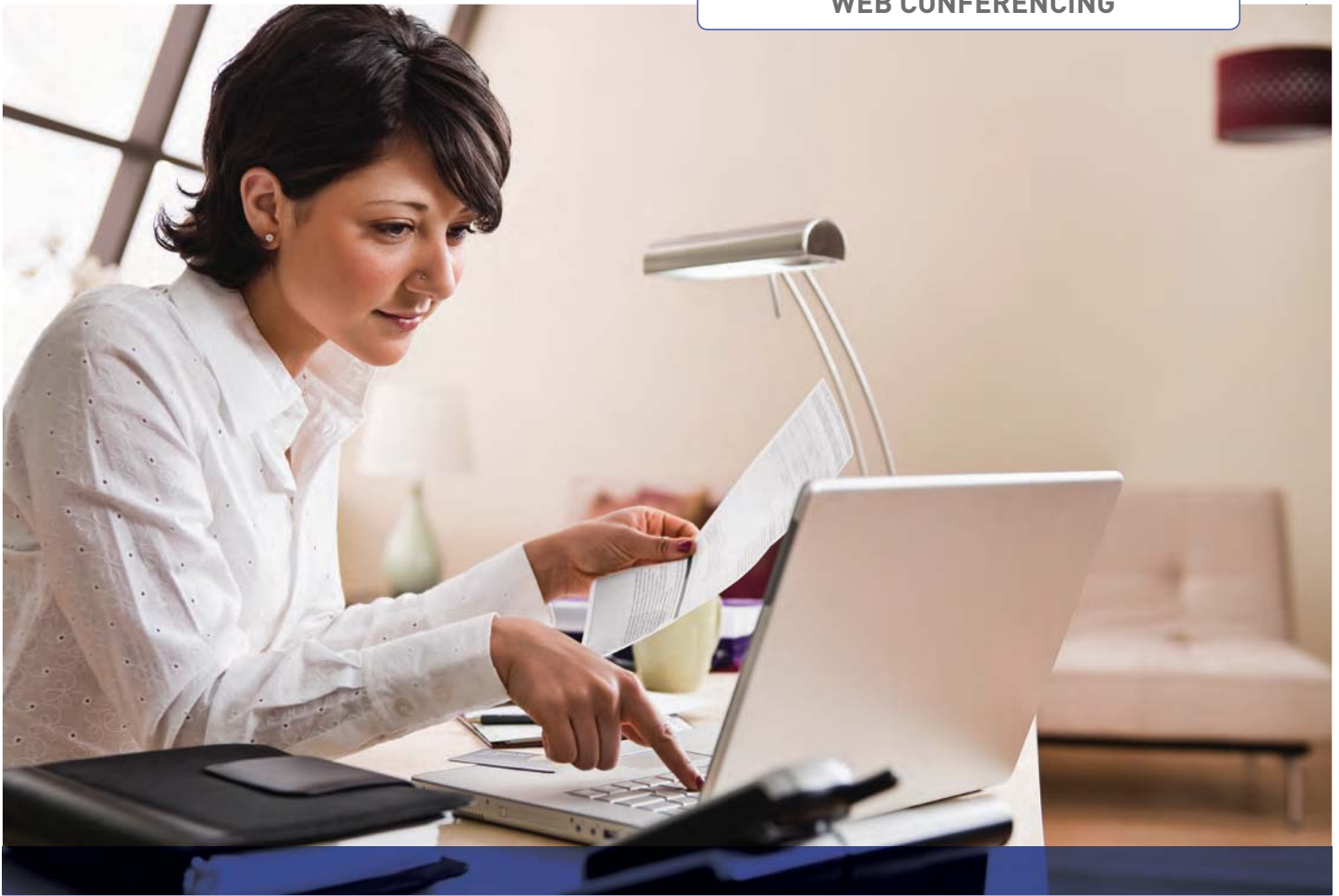
You: Stripes, patterns and plain white shirts do not work well on camera; light blue or pastel shades work best. Reduce your jewelry on a web meeting day as it can be distracting.

AUDIO PREPARATION

The room: Close the door and turn off any fans, radios or phones to avoid interruptions. Use a headset with a microphone or try using the hands-free device from your cell phone plugged into the computer. If you do not use a headset, position the microphone in front of your speakers and be prepared to mute it when you are not speaking.

You: When you are ready to speak, be sure no one else is speaking and start strongly. Try not to use the keyboard, rustle papers or move the microphone when it is on—the static and feedback are especially loud on audio equipment.

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TECHNICAL PREPARATION

The computer and network: The bandwidth of your cable service determines the quality of the communication, and connecting via an actual wire is better than going wireless. Exit from instant messengers, email, widgets and anything else that accesses the Internet, and try to close any processes and applications that are running. If you share your web access with family members or other coworkers, ask them to minimize their online use—no file transfers, big downloads, online application use or anything out of the ordinary.

PROGRAM PREPARATION

If you are sharing your screen with the group: Start the software you are going to use before the meeting begins, so others are not waiting during the meeting. Some web conferencing software allows you to upload a presentation or document into a content area, which will also save transmission delays when you view it. Lower your computer's screen resolution to 1024 x 768 to reduce the amount of pixels you are sending and to ensure viewers with lower quality monitors can still see clearly.